

# **ILLINOIS STATE LIBRARY**

## **LONG RANGE PLAN FOR THE USE OF LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FUNDS 2003-2007**

**Submitted by**

**Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796**

## **INTRODUCTION**

The stellar record of the Illinois State Library driving the development of cutting edge ideas for services, programs and activities in the Illinois library community is known throughout the United States. The recent evaluation of both the use of Library Services and Technology Act (LSTA) funds and the state technology funds showed that in the multi-type environment, Illinois continues to provide new ideas and approaches regarding the value of libraries to Illinois residents.

The Illinois State Library and the Illinois library community have a history of cooperation regarding the use of federal Library Services and Technology Act funds. In Illinois, libraries of all types belong to a single library network established more than thirty-five years ago.

An active state-funded grant program has allowed for the development of levels of service to a standardized base. Illinois library organizations are fortunate that state funding has facilitated implementation of services in the areas of literacy, the blind and physically handicapped, and local, regional and statewide technology programs. Currently, per capita grant programs for public libraries and tax-supported school libraries allow the Illinois State Library to not only support some of these libraries in meeting standards, but in addition, to further assist in resource sharing throughout the state by active participation of their libraries.

Federal funds have provided the opportunity for all Illinois libraries to develop new and innovative programs to serve the needs of the local library's community. The Illinois State Library looks forward to utilizing Library Services and Technology Act funds to continue strengthening basic service available at all Illinois libraries while developing cutting edge library services.

The Library Services and Technology Act Long Range Plan was developed with significant input from the Illinois library community, state agencies, and residents of Illinois. The Plan will serve as the cornerstone for future grant opportunities, statewide projects, and library development activities during the next five years.

Jean Wilkins  
Director, Illinois State Library  
July 2002

## **MISSION STATEMENT**

It is the mission of the Illinois State Library to provide state government officials and employees with the information they need to make informed decisions, as well as, to develop and promote libraries in order to enrich the quality of life for the people of Illinois.

Inherent in this mission is the State Library's advocacy of the right of Illinois residents to read and have full access to information.

The mission is accomplished by sharing library resources through the Illinois Library and Information Network (ILLINET).

## **NEEDS ASSESSMENT**

### **BACKGROUND**

The gathering of facts and information to support the development of this long-range plan involves a number of procedures. These procedures included looking at the standard sources such as annual reports from local libraries, informational gathering from other state grant applications, and published information regarding various library agencies. However, by far the most important was simply talking to the library community, their designated leaders, listening to their concerns and implementing what was appropriate and feasible. The Illinois State Library asked selected leaders of the library community to hold focus groups with others from their area of the state and to provide the Illinois State Library with responses. The opportunity was enhanced in that not only were the focus groups asked about the needs of the future, but they were allowed to talk about the current successes. These individuals emerged from a yearlong process that the Illinois State Library conducted to encourage the development of better and more creative grant ideas through out both the state and federal grant process.

A great deal of attention was also spent reviewing the results of the recently completed evaluation of the use of LSTA funds. In addition, we asked for an evaluation of the use of state funds for technology and of the yearlong process to bring innovation to grants.

### **ILLINOIS LIBRARIES**

Illinois' history of multi-type cooperation is strengthened by the structure of the state's library consortia, regional library systems, and the support of libraries using state funds. The Illinois State Library, located in Springfield, serves as the guardian of the statewide library network, Illinois Library and Information Network (ILLINET). Established in 1980, ILLINET has grown to be one of the largest automated library networks in the nation and benefits the residents of the state by providing access to resources in Illinois' 4,300 libraries. The Illinois State Library is a division of the Secretary of State's office with the Secretary of State also serving as the State Librarian. Six functions of the Illinois State Library contribute to the overall network operation: a library that serves the information

needs of state government with special collections of Illinois documents, patents, and maps; a regional federal document agency that serves as a foundation of information to other libraries in Illinois; the provision and monitoring of the state's Blind and Physically Handicapped program; the administration of a comprehensive statewide literacy program; the brokering of Online Computer Library Center (OCLC) services on behalf of Illinois libraries; and the coordination of the Illinois network.

Illinois' twelve regional library consortia receive funding from the Illinois State Library but are governed by regionally chosen boards. These agencies draw their membership from all types of libraries located within a geographical boundary. Services provided by the consortia include, but are not limited to, delivery of materials, shared resource databases, consulting services, and continuing educational activities.

Nearly two hundred academic libraries in Illinois consisting of both four-year and two-year institutions belong to the network. These libraries include publicly and privately funded higher education agencies. Forty-five academic libraries share a common database for access to their collections and circulation systems. The Illinois State Library is a part of that common consortia database. Many of the academic libraries have joined in activities outside of, or in addition to, their regional library consortium membership.

Over seven hundred public libraries in Illinois are supported by local property tax funds with governance of these libraries dependent upon their form of creation. Libraries whose geographical boundaries are the same as a municipality have either appointed or elected boards interconnected to the governance of the municipality. Other public libraries, termed district libraries, have their own independently elected board and act as their own taxing authority. All tax-supported public libraries in Illinois belong to a regional library consortium and are eligible for state supported per capita grants offered by the Illinois State Library. Current grant support is \$1.25 per capita.

Special libraries vary in type based upon their funding agency and the clients they serve. These libraries, which are members of a regional library consortium, include corporate libraries (Caterpillar), hospital libraries, law libraries, governmental libraries (Fermilab), and not-for-profit corporations (Field Museum). The majority of these libraries are located in the urban area of northeastern Illinois, but all regional library consortia have special library members.

In Illinois, tax supported and privately supported school libraries belong to regional library consortia. Tax supported school libraries are eligible for the state funded school library per capita grants. Current grant support is \$ .75 per capita.

In addition, to the state funded per capita grant programs, the Illinois State Library administers state grant programs that support: technology purchases, digitization of historic materials, continued support of computer networks, and the statewide delivery of materials. Construction funding is also made available for public libraries though a

state program. The current state grant funding for libraries is approximately \$66 million dollars each year.

The Illinois State Library has established a minimum level of responsibility for a library to join a regional library consortium. To attain this level a library must have: an organized collection, continuing fiscal support, preset number of service hours with staff in attendance, and a willingness to share resources with other libraries. Basic membership criteria undergo yearly review, and regional library consortia are permitted to impose additional criteria for additional services.

## **STATE NEEDS**

Illinois is a diverse state in both its geographic make-up and in its citizenry. Geographically, the state boasts one of the largest urban areas in the country, and in contrast, it has the most isolated areas of wilderness in the Midwest. With over 55,000 square miles of rich farm property, Illinois is a leader in agricultural produce. Also, the state is a leader in commerce and business, with transportation links that include an international seaport, navigable rivers, excellent highways, railroad interchanges, and one of the largest airports in the country.

Libraries continually strive to serve the diverse cultures of Illinois' residents. Many Illinois libraries have developed outreach programs that provide information to their patrons in a variety of languages and formats. However, information collected by the Illinois State Library and its regional library consortia indicates that the task of providing both basic and developmental services is not complete.

The Illinois State Library partners with the twelve regional library consortia to assist the 4300 libraries and branches or attendance centers of Illinois with their various needs. All regional library consortia are composed of multi-type library members. The governing boards and the membership reflect the type of libraries located within its geographical boundaries. These library consortia provide: databases for the material holdings of their members; a regional delivery service that connects the statewide delivery service; and a mechanism for providing information between all libraries. The regional consortia also offer training and collect data regarding training delivered to library staff and patrons. In addition, they regularly report on current needs and issues of their membership to the Illinois State Library.

During the last five years, a major push within Illinois has been to link the consorital databases of the regional library systems along with other bibliographical databases into a single web based accessible resource. The introduction of the Virtual Illinois Catalog (VIC) is now a reality. At the same time the Illinois State Library, with assistance of a National Leadership Grant from the Institute of Museum and Library Services has developed an entire menu of accessible resources to assist the residents of Illinois. These include the digitalization of critical state documents, access to governmental information, and the development of database regarding all libraries in Illinois. It can be found on the Illinois State Library's web site under "FIND IT! Illinois". The web site is [www.cyberdriveillinois.com/library/isl/isl.html](http://www.cyberdriveillinois.com/library/isl/isl.html)

The Illinois State Library uses a variety of methods to gather information about statewide library issues and needs. Information is collected through surveys developed each year by the Illinois State Library. The state has assembled a number of special task forces to study the library needs of residents, and the state funded per capita grants for public libraries and tax supported school libraries, also provide information.

In developing this plan, meetings and focus groups were held to assess how the library community and residents evaluated current library service and to express their perceived needs for the next five years. Additional information was gathered from the recently completed evaluation of the LSTA program.

Illinois libraries are in transition from being a place to locate a needed item, to serving as facilitators of access to information regardless of location. Building on this concept combined with the information gathered from statewide sources, the Illinois State Library has identified several needs for the next five years in Illinois. These needs include some that were in the previous long-range plan and several that are the result of both information gathering that has happened and the evaluation that has been completed:

- Education continues to be a word that has diverse meanings to each resident. Libraries serve as the educational base of a community and activities, services and programs that are developed must first and foremost contribute to that base. The library serves as the source for education, as well as, the educational provider for a community. This premise was the backbone of all of the information gathered in the development of this plan.
- Libraries need funding for technology to assist in not only providing access to information, but to allow them to control and manage that information for the needs of their library community. Libraries have a dual role regarding the use of technology; one is to be of assistance to their patrons to find the materials or information that they desire; and second to use technology to make the multiple tasks such as the organization of the collection easier. Review of the awarded state grants show that the current needs are not being totally answered. Many libraries have been able to purchase needed technology, but at the expense of other patron needs.
- Accessibility is critical in the 21<sup>st</sup> Century; as is the value of information and its potential to enable life long learning. Libraries create opportunities for equal access to information and enable residents to realize their right to information. Libraries need trained staff, adequate funding, information resources, and current technology to access those sources. The use of state and federal funds can equalize the playing field in accessibility.
- A long history promoting reading and associated activities must continue. The ability to read is basic to all persons in the new millennium. Libraries need to continue to support the value and usefulness of reading skills.

- Over the last thirty years, Illinois libraries have maximized resource sharing through ILLINET; however, further development is essential. There are exciting prospects for locating and sharing information. This process is critical to continued development of the ILLINET network and critical as new state laws regarding use of local libraries go into affect. In addition, other types of networking activities need to be developed to better serve the residents, requesting both access and answers.
- In Illinois, distances learning activities, videoconferencing, and intense continuing education opportunities have allowed a number of library personnel to further their education. Libraries need professionally trained staff and on-going educational activities. Residents will continue to need to learn to use the new technology and information resources. The Illinois State Library believes that training for both library personnel and residents is critical if libraries are to continue their role as information providers of the future.
- A trend evident in the information that was gathered through both the evaluation of LSTA and the focus groups is that training is not limited to use of technology. So often libraries become training centers of the community in terms of language, customs, and employment. Focus group discussions pointed out that in a changing world libraries are often thrust into new leadership roles that demand new skills for both patrons and staff. This leadership requires having new training in areas currently not considered as part of the traditional role of libraries.
- Development of alliances has allowed libraries to benefit from the knowledge and resources of other organizations and agencies. These collaborations have provided resources that extend impact far beyond any individual library's financial means. Developing such collaborations and encouraging their growth is critical if libraries are to continue being a vital part of their community.
- In order to continue to grow in the future, there is a need to understand, preserve, and access the history of a people. The Illinois State Library has spent a great deal of time over the last five years in developing standards for the preservation and digitalization of historic information. The Illinois State Library has been advised by the focus groups that there is a need to continue to preserve information, but also a need to start to developing and publicizing access to that information.

## **GOALS**

**Grants offered by the Illinois State Library are available to all types of libraries and are intended to benefit and enhance library service. The following goals have been established to assist libraries in better serving their communities (meaning those individuals who are served by the library rather than a legal geographical community) and to extend services to all residents regardless of age, language, disabilities, or other issues.**

**Many of the activities that are presented in this document will require a planning effort. In addition, the Illinois State Library will at times offer multi-year grants with the first grant year devoted to developing a planning grant program followed by a second grant year devoted to implementing the new service, activity, or program.**

**The timeline for development of grants is in terms of state fiscal years and not federal. The first grant offering using these goals will be state fiscal year FY2004 using federal FY2003 funds.**

### **Goal # 1 to position libraries as an educational anchor of the community**

#### **LSTA PRIORITIES**

- Establishing and enhancing electronic linkages among or between libraries
- Linking libraries electronically with educational, social, or information services
- Assisting libraries in accessing information through electronic networks
- Encouraging libraries in different areas and encouraging different types of libraries to establish consortia and share resources
- Paying costs for libraries to acquire or share computer systems and telecommunications technologies
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities including children (from birth through age 17) from families with incomes below the poverty line

#### **BENEFIT**

Goal one will allow Illinois libraries to develop new services, activities and programming in order to serve as an educational anchor for the library's community and its patrons.

#### **OUTCOME**

Libraries will be able to demonstrate their educational role in the library's community and how that role contributes to the overall educational levels of its patrons.



## LSTA ACTIVITIES

- 1-A Support libraries in the development of basic services that demonstrate to the community its role as an educational agency
  - Ongoing grant offering each year under the general grant program
- 1-B Continue to encourage libraries to collaborate with other educational agencies to develop programming that contributes to the overall educational knowledge level within the library's community
  - Grant activity for FY2004 and FY2005 for community-wide humanities or arts based programming involving other agencies
- 1-C Explore alternative methods of providing activities that support the educational role of libraries
  - Grant activity for FY2006, FY2007 and FY2008 for planning and development of long-term roles for libraries in the educational community
- 1-D To allow for the development of creative new approaches in services, programs, and activities that meet this goal
  - Ongoing grant offerings each year under the general grant program

## **Goal #2 to employ technology as a means for libraries to deliver information and services to patrons**

### LSTA PRIORITIES

- Establishing and enhancing electronic linkages among or between libraries
- Linking libraries electronically with educational, social, or information services
- Assisting libraries in accessing information through electronic networks
- Encouraging libraries in different areas and encouraging different types of libraries to establish consortia and share resources
- Paying costs for libraries to acquire or share computer systems and telecommunications technologies
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities including children (from birth through age 17) from families with incomes below the poverty line

### BENEFIT

Goal two will allow Illinois libraries to develop new and ongoing services, activities and programming utilizing technology to benefit the patron.

### OUTCOME

Libraries will be able to show that technology has been an effective tool in meeting patron needs.

### LSTA ACTIVITIES

- 2-A Support libraries in the development of new and ongoing services, programs and activities that employ state-of-the-art technology
  - Ongoing grant offerings each year under the general grant program
- 2-B Provide for the continued upgrade and replacement of basic technology equipment
  - Grant activities for FY2004 – FY2005 for basic technology equipment
- 2-C Explore alternative technologies in delivering library services
  - Grant activities for FY2006 for innovation in technology
- 2-D Provide for the development of local area networks and wide area networks within individual libraries to support the connectivity with other libraries and the Internet
  - Grant activities for FY2007-FY2008 for the purchase of Local Area Networks and Wide Area Networks for individual libraries

### **Goal #3 to ensure that all Illinois residents have access to a full range of sources and formats of information**

### LSTA PRIORITIES

- Linking libraries electronically with educational, social, or information services
- Assisting libraries in accessing information through electronic networks
- Encouraging libraries in different areas and encouraging different types of libraries to establish consortia and share resources
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities including children (from birth through age 17) from families with incomes below the poverty line

### BENEFIT

Illinois libraries will respond to the informational needs of patrons by developing new services, activities, and programs that provide access to that information.

### OUTCOME

Libraries will be able to demonstrate that through a variety of access points and through a variety of formats, patrons' information needs were met.

### LSTA ACTIVITIES

- 3-A Continue to develop and make available information sources regardless of formats or method of access
  - Ongoing grant offerings each year under the general grant program

- 3-B Support the development of new sources of information including community or regional informational sources
  - Grant activities for FY2006 – FY2007 for the development of new informational sources that target community and regional issues
- 3-C Support the development of shared reference materials between libraries in a regional area of the state based upon a collection development plan
  - Grant activities for FY2004 for the development of plans for shared reference materials
  - Grant activities for FY2005 for the implementation of the plans
- 3-D Development of special collections of information in a format usable by persons with special needs
  - Grant activities for FY2004 and FY2008 to purchase materials to support a demonstrated need
- 3-E Continue to support libraries' purchase of special collections or materials to support access to information
  - Grant activities for FY2004, FY2006, and FY2008 to purchase materials in selected subjects
- 3-F Continue to develop and enhance access to information using methods including, but not limited to, electronic resources, Internet, or other methods yet to be developed
  - Ongoing grant offerings each year under the general grant program

**Goal #4 to enrich the quality of life for the residents of Illinois by advocating the pleasures of reading, the ability to read, and the importance of reading**

**LSTA PRIORITIES**

- Linking libraries electronically with educational, social, or information services
- Assisting libraries in accessing information through electronic networks
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities including children (from birth through age 17) from families with incomes below the poverty line

**BENEFIT**

All libraries will advocate the value of reading.

**OUTCOME**

Libraries will show how they have supported patrons' learning to read, encouraged reading, the value of reading, and the patrons' use of reading materials.

## LSTA ACTIVITIES

- 4-A Continue to support, primarily with state funds, the literacy effort already established in Illinois
  - Ongoing grant offerings each year under the general grant program
  - Support a specialized offering as necessary
- 4-B Identify new methods for training Illinois residents to read
  - Grant activities for FY2006-FY2008 to plan and implement new reading training methods
- 4-C Develop new methods of providing information access to residents who are unable to read using traditional methods
  - Grant activities for FY2004-FY2005 to work with special needs groups to develop methods of providing access when the person is unable to use a standard printed book
- 4-D Assist Illinois libraries in developing and producing information that will contribute to the overall information resources available in Illinois
  - Ongoing grant offering each year under the general grant program

## **Goal #5 to continue expanding the role of networks, consortia, and alliances in library development**

### LSTA PRIORITIES

- Establishing and enhancing electronic linkages among or between libraries
- Linking libraries electronically with educational, social, or information services
- Assisting libraries in accessing information through electronic networks
- Encouraging libraries in different areas and encouraging different types of libraries to establish consortia and share resources
- Paying costs for libraries to acquire or share computer systems and telecommunications technologies
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities including children (from birth through age 17) from families with incomes below the poverty line

### BENEFIT

Illinois libraries will continue to develop, expand, and support networks and alliances that result in library services that benefit the residents of Illinois.

### OUTCOMES

The work, service, and success of networks, consortia, and alliances within the Illinois library community will address and satisfy the needs of library patrons.

### LSTA ACTIVITIES

- 5-A Develop new technology-based networks to advance Illinois libraries
  - Ongoing grant offerings each year under the general grant program
- 5-B Support new alliances with non-library agencies to benefit the community of libraries
  - Ongoing grant offering each year under the general grant program
- 5-C Continue to support existing networks and allow for their expansion to accommodate future technological developments
  - Ongoing grant offerings each year under the general grant program

**Goal #6 to develop training methods and activities that will allow library personnel and Illinois residents to receive needed training in a variety of areas including but not limited to technology**

### LSTA PRIORITIES

- Establishing and enhancing electronic linkages among or between libraries
- Linking libraries electronically with educational, social, or information services
- Assisting libraries in accessing information through electronic networks
- Encouraging libraries in different areas and encouraging different types of libraries to establish consortia and share resources
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities including children (from birth through age 17) from families with incomes below the poverty line

### BENEFIT

Libraries will continue to offer educational opportunities for current and future library staffs, patrons, and governing authorities that enhance knowledge and skill levels.

### OUTCOME

The residents of Illinois who either work in or benefit from libraries will be better trained and will achieve enhanced and advanced knowledge and skill levels.

### LSTA ACTIVITIES

- 6-A Support distance-learning opportunities using both current and future technological methods
  - Ongoing grant offerings each year under the general grants program
- 6-B Support graduate professional training of librarians
  - Ongoing special training grant program available each year
- 6-C Support the development or continued use of a variety of methods to train staffs that are not able to take advantage of graduate professional training

- Ongoing special institutes to support the training of staff not at the graduate level, available each year
  - Grant offerings in FY2005 and FY2007 to support local specialized training of staff in areas other than technology use
- 6-D Continue to support a variety of training opportunities for library patrons and governing authorities
- Grant offering in FY2004, FY2006 and FY2008 to support local specialized training of patrons in all areas in which the need can be ascertained

**Goal #7 to ensure access to information by the residents of Illinois by enabling all Illinois libraries to share resources in regional and statewide databases**

LSTA PRIORITIES

- Establishing and enhancing electronic linkages among or between libraries
- Linking libraries electronically with educational, social, or information services
- Assisting libraries in accessing information through electronic networks
- Encouraging libraries in different areas and encouraging different types of libraries to establish consortia and share resources
- Paying costs for libraries to acquire or share computer systems and telecommunications technologies
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities including children (from birth through age 17) from families with incomes below the poverty line

BENEFIT

Illinois libraries will expand access to information by adding the holdings of all libraries in Illinois to cooperative and accessible databases.

OUTCOME

More libraries holdings will be in machine-readable databases and accessible to the residents of Illinois.

LSTA ACTIVITIES

- 7-A Continue to encourage libraries to place their holdings in machine-readable format
- Ongoing effort using state funds
- 7-B Support the purchase of hardware and software license agreements to continue the maintenance of established databases
- Ongoing effort using state funds

7-C Explore alternative methods of providing information contained in established databases

- Ongoing grant offerings each year under the general grant program

## **Goal #8 to continue to support the preservation and digitalization of historic Illinois information and materials**

### LSTA PRIORITIES

- Establishing and enhancing electronic linkages among or between libraries
- Linking libraries electronically with educational, social, or information services
- Assisting libraries in accessing information through electronic networks
- Encouraging libraries in different areas and encouraging different types of libraries to establish consortia and share resources

### BENEFIT

Goal eight will allow libraries to continue to preserve information, develop access to the information, and to make residents aware of these documents.

### OUTCOME

More materials of historical value to the residents of Illinois will be available using a variety of methods.

### LSTA ACTIVITIES

- 8-A To provide the opportunity for libraries to preserve and digitalize materials of historical value to Illinois, using the standards developed by the Illinois State Library
- Ongoing grant offerings each year under the general grant program
  - Special grant offerings targeting special types of historical materials, available each year

## **AGENCIES ELIGIBLE FOR GRANT FUNDS**

The Illinois State Library recognizes three types of agencies as eligible to apply for Library Services and Technology Act funds.

### **LIBRARY:**

In order to be eligible for grants under this plan, an agency must be a library member of one of the recognized regional library systems and must agree to honor the current interlibrary loan code and all current resource-sharing agreements. Additionally, the library must share its collection without charge with other libraries in Illinois based on those agreements. Any library that applies for a grant must show continued level or

improved fiscal support for its agency for the previous three fiscal years. If a public library, the agency must honor all current laws regarding non-resident use.

### **REGIONAL LIBRARY SYSTEM:**

The Illinois State Library recognizes regional library system agencies as those whose primary funding source is an appropriation given to the Illinois State Library through the Secretary of State's Office by the General Assembly.

### **LIBRARY CONSORTIUM:**

The Illinois State Library recognizes as a library consortium any organization whose members are libraries according to the definition contained in this document. Agencies such as library associations are eligible if their headquarters are within the State of Illinois and meet the criteria in this document.

## **PROCEDURES FOR IMPLEMENTING ACTIVITIES**

The Illinois State Library will continue to use the procedures used during the first five years of the Library Service and Technology Act (LSTA) program. Information on the availability of LSTA funds will be widely distributed through such mechanisms as regional and state publications and the Illinois State Library Web Site.

Starting in Federal FY2003, the Illinois State Library will use standardized forms available on the library's web site. Included with this information will be required information regarding review criteria, needed assurances, certifications, and acceptances.

LSTA funds will be distributed through a combination of competitive and noncompetitive grants. Funds awarded on a competitive basis will undergo a review process. Reviewers will receive training from appropriate Illinois State Library staff, and reviewers will be drawn from staff and appropriate representatives of the library community. Reviewers will rank and rate grant applications according to established criteria.

The Illinois State Library in consultation with the Illinois State Library Advisory Committee and the Illinois library community will determine the amount, timing, and availability of funds for competitive grants. The staff of the Illinois State Library, with the advice of the Illinois State Library Advisory Committee, will review funds awarded on a noncompetitive basis. The State Librarian will make final decisions on all grant awards. A process for applicants to appeal decisions is in place.

Most LSTA funds will be awarded on a one-year basis. However, consideration will be given to awarding multi-year grants. Multi-year grant projects will be renewed each year to coincide with federal funds made available on an annual basis.



## **EVALUATION PLAN**

All LSTA applicants are required to address the issue of project evaluation under LSTA. The application must describe: how the project will be evaluated; who will evaluate the project; tools of measurement used to determine the extent to which the project meets its objectives; and by what methods the evaluation data will be gathered and analyzed. The Illinois State Library will provide a series of quantitative measurements that all grants must complete as part of their evaluation.

Applicants will be required to submit periodic reports that indicate the progress of the grant and any variation in the grant timeline or program. In the final reports, the grant recipients are required to provide information on how project objectives were met; plans for follow-up or continuation of the project; problems encountered during the project; and suggestions for others wanting to replicate the project. Project directors are asked to submit statistics, correspondence, reports, and other materials relevant to the project evaluation.

The Illinois State Library is committed to both the evaluation of individual projects and to the evaluation of the entire Library Service and Technology Act program. Individual project evaluations will be taken into consideration when evaluating success in meeting the goals and priorities stated in this document. Using outside expertise, the Illinois State Library will select various activities, such as broad program areas, and distinctive categories for special review and evaluation over the next five years.

The Illinois State Library will be conducting ongoing evaluation of selected grants awarded under this long-range plan. In addition, the grant database will be modified to include key indicators of the areas under which the grants were awarded. This information will be made available to the library community.

## **PLAN FOR EXPENDITURE OF THE 4%**

The 4% allowed for state library agency administrative costs will be used for the following:

- staff salaries and benefits related directly to the LSTA program
- costs related to meeting and related expenses of the Illinois State Library Advisory Committee
- costs related to meeting and related expenses of Illinois State Library committees and/or task forces
- costs related to distributing informational materials about the LSTA program and grants
- costs for training LSTA grant applicants and reviewers
- costs related to convening other groups to assist in the implementation of the LSTA program

- costs for attendance at meetings, programs, conferences, and workshops related to the LSTA program and for participation in national organizations which have an impact on LSTA
- costs for planning and evaluating activities related to LSTA
- costs for annual audits and evaluation of these same audits for the LSTA program as established within federal government audit guidelines and standards
- costs related to the purchase of technology and materials needed by the Illinois State Library

## **CONTINUED STAKEHOLDER INVOLVEMENT**

The Illinois State Library Advisory Committee (ISLAC) will continue to serve as an advisory group regarding implementation of the LSTA plan. ISLAC, its special committees, and task forces include both Illinois citizens and members of the library community. Special committees and task forces are organized by purpose and are composed of appropriate individuals from the library community. The Advisory Committee's membership is established by Illinois law and includes not only representatives from all types of libraries, but also other individuals who represent groups of library users. For example, representatives from the disabled community and the library education community serve on the Advisory Committee. Statewide geographical representation and staggered terms provide balance to the Committee.

ISLAC meets four times a year, and its special committees meet periodically to identify potential grant offering categories and to review applications. The primary responsibilities of the Advisory Committee are: to advise the Illinois State Library and the State Librarian on the development of the long range plan; to advise on policy matters arising from the administration of the program, and to address current issues within the Illinois library community.

This Plan was developed using input from the Illinois State Library Advisory Committee, the Illinois library community, citizens, other state agencies, and special focus groups via a series of state and regional meetings. In addition, the Illinois State Library utilizes ongoing workshops, institutes, meetings, and interactive distance presentations to gather information about the needs of the library community and to impart information regarding the grant process.

## **ASSURANCES FROM THE ILLINOIS STATE LIBRARY**

The Director and staff of the Illinois State Library guarantee that all assurances will be followed regarding any and all Library Services and Technology Act funds. No Library Services and Technology Act funds will be used to replace normal operating funds of the state library agency. The plan will be announced to the library community via communications with the regional library systems and will be placed on the Illinois State Library Web Site: [www.cyberdriveillinois.com/library/isl/isl.html](http://www.cyberdriveillinois.com/library/isl/isl.html)

## **GRANT ACTIVITIES BY STATE FISCAL YEARS**

### **State FY2004 Using Federal FY2003 Funds**

<b>Activity</b>	<b>Purpose</b>
1-B	Continue to encourage libraries to collaborate with other educational agencies to develop programming that contributes to the overall educational knowledge level within the library's community
2-B	Provide for the continued upgrade and replacement of basic technology equipment
3-C	Support the development of shared reference materials between libraries in a regional area of the state based upon a collection development plan
3-D	Development of special collections of information in a format usable by persons with special needs
3-E	Continue to support libraries' purchase of special collections or materials to support access to information
4-C	Develop new methods of providing information access to residents who are unable to read using traditional methods
6-D	Continue to support a variety of training opportunities for library patrons and governing authorities

### **State FY2005 Using Federal FY2004 Funds**

<b>Activity</b>	<b>Purpose</b>
1-B	Continue to encourage libraries to collaborate with other educational agencies to develop programming that contributes to the overall educational level within the library's community
2-B	Provide for the continued upgrade and replacement of basic technology equipment
3-C	Support the development of shared reference materials between libraries in a regional area of the state based upon a collection development plan
4-C	Develop new methods of providing information access to residents who are unable to read using traditional methods
6-C	Support the development or continued use of a variety of methods to train staff that are not able to take advantage of graduate professional training

### State FY2006 Using Federal FY2005 Funds

Activity	Purpose
1-C	Explore alternative methods of providing activities that support the educational role of libraries
2-C	Explore alternative technologies in delivering library services
3-D	Development of special collections of information in a format usable by persons with special needs
3-E	Continue to support libraries' purchase of special collections or materials to support access to information
4-B	Identify new methods for training Illinois residents to read
6-D	Continue to support a variety of training opportunities for library patrons and governing authorities

### State FY2007 Using Federal FY2006 Funds

Activity	Purpose
1-C	Explore alternative methods of providing activities that support the educational role of libraries
2-D	Provide for the development of local area networks and wide area networks within individual libraries to support the connectivity with other libraries and the Internet
3-B	Support the development of new sources of information including community or regional informational sources
4-B	Identify new methods for training Illinois residents to read
6-C	Support the development or continued use of a variety of methods to train staff that are not able to take advantage of graduate professional training

**State FY2008 Using Federal FY2007 Funds**

<b>Activity</b>	<b>Purpose</b>
1-C	Explore alternative methods of providing activities that support the educational role of libraries
2-D	Provide for the development of local area networks and wide area networks within individual libraries to support the connectivity with other libraries and the Internet
3-D	Development of special collections of information in a format usable by persons with special needs
3-E	Continue to support libraries' purchase of special collections or materials to support access to information
4-B	Identify new methods for training Illinois residents to read
6-D	Continue to support a variety of training opportunities for library patrons and governing authorities

**Special offerings Fiscal Year to be determined**

<b>Activity</b>	<b>Purpose</b>
4-A	Continue to support, primarily with state funds, the literacy effort already established in Illinois
6-B	Support graduate professional training of librarians
6-C	Support the development or continued use of a variety of methods to train staff that are not able to take advantage of graduate professional training
8-A	To provide the opportunity for libraries to preserve and digitalize materials of historical value to Illinois, using the standards developed by the Illinois State Library

### Ongoing grant activities offered under the general offering each Fiscal Year

Activity	Purpose
1-A	Support libraries in the development of basic services that demonstrate to the community its role as an educational agency
1-D	To allow for the development of creative new approaches in services, programs, and activities that meet this goal
2-A	Support libraries in the development of new and ongoing services, programs and activities that employ state-of-the-art technology
3-A	Continue to develop and make available information sources regardless of formats or method of access
3-F	Continue to develop and enhance access to information using methods including, but not limited to, electronic resources, Internet, or other methods yet to be developed
4-A	Continue to support, primarily with state funds, the literacy effort already established in Illinois
4-D	Assist Illinois libraries in developing and producing information that will contribute to the overall information resources available in Illinois
5-A	Develop new technology-based networks to advance Illinois libraries
5-B	Support new alliances with non-library agencies to benefit the community of libraries
5-C	Continue to support existing networks and allow for their expansion to accommodate future technological developments
6-A	Support distance-learning opportunities using both current and future technological methods
7-C	Explore alternative methods of providing information contained in established databases
8-A	To provide the opportunity for libraries to preserve and digitalize materials of historical value to Illinois, using the standards developed by the Illinois State Library

**Ongoing state grants using state funds**

Activity	Purpose
7-A	Continue to encourage libraries to place their holdings in machine-readable format
7-B	Support the purchase of hardware and software license agreements to continue the maintenance of established databases